



## Assessment Offences Policy: Academic Impropriety Form

Subject Code: \_\_\_\_\_ Subject Name: \_\_\_\_\_

Course: \_\_\_\_\_ Assessment Weighting: \_\_\_\_\_

Date: \_\_\_\_\_ Lecturer: \_\_\_\_\_

Student Name(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Programme Coordinator: \_\_\_\_\_

Please indicate which form of academic impropriety is suspected:

Plagiarism:  Collusion:  Cheating:

Date assessment due in: \_\_\_\_\_ Date submitted: \_\_\_\_\_

**Note: Before submitting this form, please ensure the following:**

- 1) Where plagiarism is suspected, a photocopy/print-out of the original article/work should be attached. No accusation of plagiarism will be investigated without this material.
- 2) Where collusion is suspected, please submit a form for all groups involved.
- 3) The students' submission should be corrected as normal prior to completing this form.
- 4) Incomplete forms cannot be investigated.

Please refer to assessment regulations section for clarification on the different types of academic impropriety and procedures in this area. See Institute Policy **QAP07 - Assessment Offences Policy**



**Details of suspected academic impropriety:**

**Other individuals/groups possibly involved if collusion is suspected:**

Name of Course Coordinator (if different to examiner): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**Registrar's Office**

Date Received: \_\_\_\_\_

Form Complete: \_\_\_\_\_

Authorised to proceed: \_\_\_\_\_

**Academic Impropriety Review Committee Members**

Date & Time of Hearing: \_\_\_\_\_

Letter sent:

Report of meeting attached: